



# **JOB ANNOUNCEMENT**

## **ADMINISTRATIVE ASSISTANT I OR ADMINISTRATIVE ASSISTANT II EXECUTIVE OFFICE SAN FRANCISCO FULL-TIME, PERMANENT POSITION**

The California Coastal Commission (Commission) is seeking a talented addition to its Executive Office in San Francisco. The Commission is a small State agency that is charged with protecting coastal resources and managing coastal development in California. The mission of the Commission is to provide for the balanced use of the coastal zone and to protect, restore, and enhance coastal and marine resources for the continuing benefit of current and future generations. Employees at the Commission enjoy working on a broad range of issues to plan for and manage coastal land uses while protecting important coastal resources including wetlands, habitats that support rare and endangered species, scenic landscapes and views to the sea, public shoreline access and recreation opportunities. The Commission's staff includes dedicated planners, scientists, attorneys and administrative staff.

The California Coastal Commission values diversity at all levels of the organization and is committed to fostering an environment in which employees from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and their unique ideas inspire innovative solutions to further our mission of protecting and enhancing California's coast and ocean for present and future generations.

The Administrative Assistant reports to the Executive Director and Chief Deputy Director and is responsible for providing a wide range of executive level and general administrative support to the Executive Director and Chief Deputy Director, the Commissioners and senior management staff. The Administrative Assistant provides direct support that includes: calendar management, screening calls, preparing for virtual and in-person meetings, maintaining reference materials, preparing budget, federal and legislative reports, and making travel arrangements.

**DUTIES** will include but may not be limited to:

- Work closely with the Executive Director, Chief Deputy Director, and with Coastal Commissioners to support the work of Executive staff and Commissioners;
- Maintain the Executive Director's calendar; maintain tickler file; and schedule and arrange meetings for internal and external requests, special invites or appearances, and balance conflicting demands;
- Assist in planning for internal staff meetings, internal and external meetings, conference calls with the CA Resources Agency or CA Governor's Office, State Legislators, BCDC/Coastal Conservancy Executive Directors, Commissioners, Deputy Attorney Generals, Attorneys, CEAs, Local/State/Federal Government Directors, NGOs and the public;

- Assist and handle travel arrangements for the Executive Director, Chief Deputy Director, CEAs, Commissioners and Senior Management; provide needed support during trip; perform research on airlines, hotel, restaurants, transportation, etc.;
- Read and sort mail received for the Executive Director, Chief Deputy Director and Coastal Commissioners and Alternate Commissioners;
- Act as liaison and receive and screen visitors and telephone calls; provide information which requires the use of judgment and the interpretation of the agency and agency's policies and procedures;
- Assist the Chief Deputy Director with the preparation of budget change proposals and budget reports to the Commission;
- Perform complex and confidential administrative support requiring specialized knowledge and the ability to interpret broadly defined policies and procedures;
- Assist the CEAs, managers or supervisors on administrative problems and procedures; provide follow-up and research information on inquiries and problems which require knowledge of the agency's services and programs; resolve problems and respond to special assignments which require interdepartmental or staff communications;
- Assist in preparation for virtual and in-person Commission meetings, assist record clerk at Commission meetings; prepare and draft meeting minutes;
- Prepare semi-annual reports for the Federal Programs Manager or assists other program managers and unit staff to prepare special reports or publications;
- Review and assist the work of the mail production staff and makes immediate decisions for handling production;
- Assist staff with Public Records Act inquiries; and
- Work on special projects as directed; participate in virtual and in-person Senior Staff meetings; handle confidential information; set priorities and meet critical deadlines; organize and coordinate work.

**Special Requirement:** Familiarity with or the ability to learn new online platforms and programs (i.e., SharePoint, Zoom, TeamViewer).

**Duties will be commensurate with the level at which the position is filled.**

**DESIRABLE QUALIFICATIONS:** The successful candidate must be a self-directed person and ready to take on responsibility. This position requires strong organizational, computer and communication skills and the ability to work well with a variety of people and handle multiple projects with tight time lines. The Administrative Assistant should be able to handle the full range of administrative support responsibilities including helping to manage the director's time; screen phone calls and handle sensitive calls with courtesy, set up meetings, compose and type responses to correspondence, maintain the director's calendar and, in general, represent, support and advise the director in a responsible, mature, efficient and friendly manner.

**ELIGIBILITY:** Individuals on the Administrative Assistant I and/or Administrative Assistant II eligible list(s) may apply. **See examination listings at [www.jobs.ca.gov](http://www.jobs.ca.gov) for minimum qualifications and to take the Administrative Assistant I and/or Administrative Assistant II examinations.** Current State employees or former State employees with transfer or reinstatement rights to the level of the Administrative Assistant I or Administrative Assistant II classifications may also apply. **(Please note that in order to be eligible to transfer or reinstatement, applicants must meet the minimum qualifications of the Administrative Assistant I or Administrative Assistant II classifications.** Appointment is subject to the State Restrictions of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA,

surplus, transfer or re-employment status in the Examination/Job Title section of the CA State Application (std 678).

**SALARY:** Administrative Assistant I Range A: \$4,281 - \$5,360 per month  
Range B: \$4,478 - \$5,608 per month  
Administrative Assistant II \$5,149 - \$6,446 per month

**Effective July 1, 2020 through June 30, 2022, State employees are subject to a 9.23% salary reduction in exchange for 16 hours of the Personal Leave Program 2020 (PLP 2020) per month.**

**BENEFITS:** For a list of benefits, review the California State Civil Service Employee Benefits Summary: <https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

**CONTACT:** For more information about the position: Susan Hansch, Chief Deputy Director, at (415) 904-5244 or [Susan.Hansch@coastal.ca.gov](mailto:Susan.Hansch@coastal.ca.gov).

For more information about the application and/or hiring process: Human Resources Office at (415) 904-5430 or toll free 866-831-2540 or [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov). You can also find more information on [www.jobs.ca.gov](http://www.jobs.ca.gov).

**Please note that public counter hours for all Commission offices are currently suspended in light of the coronavirus. However, in order to provide the public with continuity of service while protecting both you and our employees, the Commission remains open for business, and you can contact staff by phone, email, and regular mail (see staff contact information at [www.coastal.ca.gov](http://www.coastal.ca.gov)). In addition, more information on the Commission's response to COVID-19 can be found on our website at [www.coastal.ca.gov](http://www.coastal.ca.gov). Thank you for your patience and understanding as we all work through this public health crisis.**

**FILING:** The position will be open until filled. Applications will be screened and only those most qualified will be interviewed. No relocation expenses will be reimbursed. Submit a statement of qualifications of no more than two (2) pages, a current resume, a minimum of three (3) references, and a CA State Application (std 678) (available at [www.jobs.ca.gov](http://www.jobs.ca.gov)) to:

Human Resources Office  
California Coastal Commission  
455 Market Street, Suite 228  
San Francisco, CA 94105-2219  
(415) 904-5430 / toll free: 1-866-831-2540  
[HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov)

**Please indicate “Administrative Assistant I” or “Administrative Assistant II” in the Examination/Job Title section on the CA State Application (std 678).**

For more information about the California Coastal Commission and what we do and to obtain a CA State Application (std 678), visit our website at: [www.coastal.ca.gov](http://www.coastal.ca.gov). If you have questions you may e-mail us at [HumanResources@coastal.ca.gov](mailto:HumanResources@coastal.ca.gov) or call the above numbers.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Assistance for the Hearing Impaired can be accessed by dialing 711